

AREA OFFICE REPORTS AND MISCELLANEOUS REMINDERS

MO Inst. 1905-A
Exhibit B

	PROCEDURE REF												
	OFC CODE												
	DISTRIBUTION												
REPORT	DUE DATE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Employee	SCA-4130-01												
Recognition	OFC: Employee					Anytime throughout the year							
	Personnel File					(time off awards up to 10 hrs can be							
	O-LO through RDM					approved by supervisor w/no higher level							
	RDM to SO					review required)							
	1-File												
Serial Numbers	Security Manual	X							X				
Automation	OFC: 1940-P												
Equipment	List mailed to offices												
	to be checked against												
	equipment												
	July 30 & Jan 30												
Security	Security Manual	X											
Review	OFC: 1940-P												
	Jan. 15												
Contingency	OFC: 2000	X											
Plan/Field	Send only "changed"												
Office Emergency	sheets to:					Review and update annually							
Action Plan	1-SO					(in conjunction with Security							
	1-Recovery Office					Review) or when changes occur							
	1-Official file in office												
Strategic Plan	LO sends to AO for	X		X		X		X		X		X	
Report	consolidation by the												
	5th of every other												
	month due												
	AO consolidates and												
	sends to SO by 10th												
	of every other month												
	due												
Monthly	2006-O	X	X	X	X	X	X	X	X	X	X	X	X
Calendar	OP 66												
	OFC: 2006-O												
	O-File												
	1-CDM												
	1-State Director												
Vehicle	Form 2018-I					X							
Commitment	OFC: 2018-G												
and Authorization	O-SO (SD Staff)												
	1-File												
	May 15 of each year												
Availability	2018-F										X		
of Information	Memo form												
(FOIA)	OFC: 2018-F												
	O-SO (PSS)												
	1-File												
	Oct 5 for FY												

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Monthly Motor Vehicle Use Record (GSA Vehicles)	Report Sheet	X	X	X	X	X	X	X	X	X	X	X	X
	OFC: 2036												
	O-SO												
	1-File												
	20th of each month												
Travel Vouchers	2036-A	X	X	X	X	X	X	X	X	X	X	X	X
	AD-616												
	OFC: Personal file of employee												
	O-Approving Office												
	RDM approves CDM												
	SO approves RDM												
	1-File												
	5th of each month												
Activity Documentation	Activity Documentation	X	X	X	X	X	X	X	X	X	X	X	X
	Form prepared by any empl. Involved in contact												
	Distribution:					Completed as activities occur							
	1-Community File (if appl)												
	1-RDM												
	1-Janie Dunning												
	1-Martha Newsom												
CP Quarterly Problem and Delinquency Report	Positive Action Plan	X			X			X			X		
	Guide 22 to 1942-A												
	442-4, RDM Report												
	OFC: 1942												
	O-SO (CP)												
	1-File												
	1-Borrower file												
	1st workday of Oct, Jan, Apr & July												
	Due only on delin/prob												
	"B". Neg. not required												
B&I Quarterly Problem and Delinquency Report	Form 4279-16, Quarterly Delinquent Problem Loan Report	X			X			X			X		
	OFC: 4287-B												
	1-File												
	1-Borrower file												
	Email to SO (C&BP) by the 5th of Oct, Jan, Apr & July												
	Due only on delin/prob												
	"B". Neg. not required												
Civil Rights Quarterly Progress Reports	Reports are submitted by the 5th of Jan, Apr and July	X			X			X			X		
	Year End Progress Report due by Oct 30					Report completed by Assistant Civil Rights Coordinator in each Area							
	1-File												
	Email report to SO (C&BP)												
Annual Report of Civil Rights Compliance Reviews	Annual report is submitted by July 31							X					
	1-File												
	Email report to SO (C&BP)												